

**CATAWBA HOSPITAL
CATAWBA, VIRGINIA**

JANUARY 14, 2013

**MEDICAL TRANSCRIPTION SERVICES, IFB #724-13030-2
QUESTIONS AND ANSWERS #2**

The following questions pertain to the above listed invitation for bid for Medical Transcription Service to Catawba Hospital:

Questions:

We registered in the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service in 2007. Does that registration still apply?

Answer:

Yes, as long as your registration is active.

Question:

Payment options: We note you prefer payment by use of a credit card. I thought there also was an option for electronic payment to our account. If we accept use of a credit card, should the fee for this be included in the line count?

Answer:

The Commonwealth of Virginia preferred method of payment is by credit card. Those that accept credit card payments some do account for the fees by add it into the cost.

Question:

I do not think there is a fee for electronic payments.

Answer:

I don't know there is a fee for EDI payments. We can also pay through EDI or check.

Question:

Since NY recognizes Virginia-based WMBE certificates, I assume I do not have to file a SWAM application as I am already certified in NY. Is this correct?

Answer:

No, in order to be certified in Virginia as a woman-owned business, you must register with the Department of Minority Business Enterprises (www.dmbv.virginia.gov)

Question:

Section K asks for references and then references are again requested in Attachment A. Is there a reason for this?

Answer:

Section K is just the term/condition is does not required the bidder fill out the information on that page. You should complete Attachment A.

Question:

Regarding: Ownership for all data, either typewritten or audio files is retained by Catawba Hospital. Upon request, the Contractor and any subcontractor shall deliver such items to Catawba Hospital. PLEASE NOTE: audio files are not saved for more than 60 days on our system. Typewritten files are saved for several months. Dictation comes into our system. How would Catawba receive delivery of audio files?

Answer:

Yes, Catawba Hospital would have ownership of all files. However, as a contractor, you must be able to meet all the specifications of the solicitation including maintaining an electronic file at your facility as indicated and for the period as indicated. Audio files would be erased/destroyed when transcription has been accepted by the agency.

Question:

Are You A Certified Small, Woman, or Minority Vendor?	Yes	No	Certification No.:
Do you accept Credit Cards (i.e. VISA) as a form of payment?	Yes	No	

NOTE: The question does not mention whether certified in VA. It just mentions certified. I am certified in NY. How do I answer this.

Answer:

You would need to answer No. To qualify as a “small business” you must be certified through the Virginia Department of Minority Business Enterprises. Please note, this request is not a “set-a-side”. Award will be based on the lowest, responsive and responsible bidder; however, the award may be made to a reasonably priced DMBE-certified small business bidder that is other than the lowest priced bidder. The certifying agency for the Commonwealth of Virginia’s SWaM Program is the Virginia Department of Minority Business Enterprise (also known as the “DMBE”). 7VAC10-21-130 gives the conditions for an Out-of-State Business Enterprise to certify within Virginia.

Question:

As to credit cards, you indicated this can be decided if awarded the contract and that you also deal with checks. If I check yes, will this then be set in stone? If I check no, will it hurt me with the bid?

Answer:

Acceptance of credit card payments will not influence the bid decision.

Question:

On the Contractor Data Sheet this again appears:

Answer:

Acceptance of credit card payments will not influence the bid decision.

Woman-Owned/Controlled: Vendor certifies that it is a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Question:

Again, this does not mention in Virginia. How do I answer this? I am certified in NY.

Answer:

See above.

Question:

Are you accepting bids from out-of-state transcription services for the above-referenced bid. I am based in New York City.

Answer:

Yes.

Question:

Would you let me know who is currently supplying these services, and the amount they are charging you per 65-character line please?

Answer:

Iridium Technology. \$0.0849

Question:

Also, I would like to verify that the 65-character line described in the IFB is not 65-black characters.

Answer:

Line counting methodology of total keystrokes divided by 65. Calculations shall be performed by dividing the number of typed characters (e.g. printed characters, spaces, tabs, etc., **excluding** keystrokes to run macros, spelling checker, and opening programs) by 65.